

# **LPMT EXECUTIVE COMMITTEE AGENDA**

**Jan. 23, 2004, Noon to 5:00 p.m.**

## **In-Person Meeting At SEI**

### **Loew's Santa Monica Beach Hotel**

1. 12:00-12:15 p.m.: Welcome/Approval of Dec. 2003 minutes and reminder about Feb. 12, 2004 and March 4, 2004 Conference Calls from 3-5 pm. and in-person meeting on April 14, 2004 in Oakland.
2. 12:15 p.m.-12:30 p.m.: Introduction of all attendees: 30 seconds each
3. 12:30-1:30 p.m.: Lunch & Com. meetings to be held during lunch
  - **Membership: Ed, Chair**
    - O.C. Last Dash – Saturday Jan. 25, 2004
    - Los Angeles Bridging the Gap
  - **Education: Jim, Chair**
    - LegalWorks SF
    - Annual Meeting 2004
  - **Special Projects: Richard, Chair**
    - Richard Carlton: Report re: Free-standing seminar in 2004 or 2005 with Solo/Small Firm section
4. 1:30 p.m.-1:45 p.m.: Treasurer's Report
5. 1:45-2:10 p.m.: Carole—various announcements:
  - Reinstatement of LPMT as a sub-field for MCLE credit
  - New Ex Com application deadline is Feb. 2, 2004-hand out applications
  - Discussion of Annual Meeting 2003 seminar evaluations
  - Vendor Sponsorship List Report
  - Discussion of Annual Meeting 2004 proposed seminars and committee-wide reception

6a. 2:10-2:40: Sub-committee meetings, cont'd

- **Vendor Com.: Alex, Chair**
  - Advertisements in The Bottom Line--who is spearheading this?
  - Russ: Advertise on CD
- **Web site: Steve, Chair**
  - Steve: Report on whether we still need Mark Rosch as our web master?
- **Newsletter: Marcia, Chair**
  - Discuss Copyright Release form
  - New committee members are needed
  - Gather written list of potential articles and mcle quizzes for the year

6b. 2:40-3:10 p.m.: Sub-committee meetings, cont'd

- **By-Laws: Deana and Peter, co-Chairs**
  - Revision (focus on guidelines for Special Advisors)
- **Long Range Planning, Marcia, Chair**
- **Liaison: Ed, Chair**
  - Board of Governors
  - Section of Council Chairs

7. 3:10-4:00 p.m.: Sub-committee Reports

8. 4:00 p.m-4:30 p.m. Robert Kubacki mini-seminar

9. 4:00 p.m. New Business and Adjourn by 5:00 p.m. or earlier